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### Quick Reference Guide:

## Average Daily Attendance (ADA) Collection

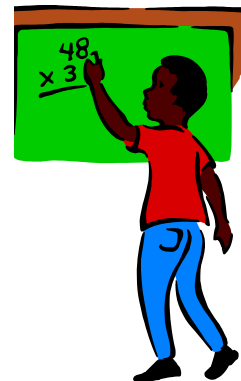
*This guide will help districts enter Average Daily Attendance (ADA) information and absent counts for students enrolled in the 15-16 school year.*

*Topics included in this Quick Reference Guide include:*

- *Identifying Students*
- *Calculating Number of Days Enrolled and Number of Days Present*
- *District Edition or Value Added Users ONLY - End of Year ADA Process*
- *Uploading/Entering Data Process*
- *Verifying Data Entry*
- *Re-syncing Data*



Average Daily Attendance (ADA) information is required for all students enrolled with Service Types of *P: Primary* or *S: Partial* at any time during the 15-16 school year. For each student, districts must calculate the number of days enrolled and the number of days present and enter the data in AIM. Information may be directly entered into the student's enrollment record or uploaded using the ADA file upload format.



ADA information should be entered as part of the district's end of year process and is **due by June 17, 2016.**

Before beginning this process, there are a few considerations:

#### 1. Which students must I enter data for?

- Enter ADA information into each enrollment for students enrolled at any time during the 2015-16 school year with a 'P' or 'S' Service Type. *page 2*

#### 2. What days count as "Days Enrolled" and "Days Present"?

- *Days Enrolled* are student instruction days, including shortened days. Do not count PIR days or weekends. *Days Present* are days a student is present for instruction in a district. This includes field trips, student activities and in-school suspension. This does not include excused or unexcused absences or out of school suspension. *page 3*

#### 3. Can this data be uploaded?

- Yes, districts may export a file from their Student Information System (SIS), use the Excel template to create a file, or use an export from Infinite Campus. *pages 8-11*

#### 4. Can this data be calculated within Infinite Campus?

- Yes. Districts that use District Edition or Montana Edition Value Added for their SIS may use the End of Year ADA Tool to calculate and enter *Days Enrolled* & *Days Present*. *page 4*

#### 5. How can I verify the ADA data is complete in AIM?

- Use State Published Ad Hoc Reports to verify ADA data. *page 6 or 12*

#### 6. Should I re-sync my data?

- Yes. As the final step, it is good practice to re-sync your data to the state. *page 7 or 13*

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## IDENTIFYING STUDENTS

Any student with an enrollment in the 2015-16 year whose Service Type is *P: Primary* or *S: Partial*, regardless of the length of enrollment, must have an entry for *ADA - Days Enrolled* and *ADA - Days Present*.

Students with a Service Type of *N*: Special Ed Services, including all PK students, do not need ADA data entered.

Grade: 11 #2016722 DOB: 09/17/1997 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	14-15 Laurel High School	08/25/2014	
	10	P	13-14 Laurel High School	09/04/2013	05/30/2014
	08	P	Kalispell Public Schools 11-12 Kalispell Middle School	08/24/2011	06/06/2012
	07	P	Kalispell Public Schools 10-11 Kalispell Middle School	09/25/2010	08/09/2011

**General Enrollment Information**

Calendar: 14-15 Laurel High School Schedule (read only) Main End Date: 08/25/2014 No Show: ☐ End Action:  \*Grade: 11 Class Rank Exclude: ☐ \*Service Type: P: Primary

\*Start Status: 02: Continued enrollment same school, no interruption End Status:  Dropout Reason:

Start Comments:  End Comments:

**Future Enrollment**

Next Calendar:  Next Schedule Structure:  Next Grade:

**State Reporting Fields**

State Exclude: ☐ Serving District: Laurel Public Schools (1011) Resident District: Laurel Public Schools (1011)

**Military Connected Status**

Student is a dependent of a member of:

**Attendance and Enrollment Information (auto-calculated read-only)**

**Fall Attendance Count**

Fall Aggregate Hours of Inst.: F: 720 + hours Winter Aggregate Hours of Inst.: Spring Aggregate Hours of Inst.: Testing Aggregate Hours of Inst.: Testing Absent: 0.000 Exclude Fall ANB - 10 Day Rule: ☐ Exclude Winter ANB - 10 Day Rule: ☐ Exclude Spring ANB - 10 Day Rule: ☐

**Winter Attendance Count**

Winter Aggregate Hours of Inst.:

**Spring Attendance Count**

Spring Aggregate Hours of Inst.:

**Test Window Attendance Count**

Testing Aggregate Hours of Inst.:

ADA - #Days Present: 0 ADA - #Days Enrolled: 0

10+ days unexcused absences 1st sem: ☐ 10+ days unexcused absences 2nd sem: ☐

Credit Summary	Assessment	Behavior	Transportation	Fees	Lockers	Graduation
Athletics	AdHoc Letters	Waiver	Records Transfer	Required Forms	Report Comments	
Summary	<b>Enrollments</b>	Schedule	Attendance	Flags	Grades	Transcript
Print Enrollment History New New Enrollment History						
Enrollment Editor						
Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date	
	12	P	14-15 Laurel High School	03/20/2015	05/27/2015	
Start Status: 04 Transfer from public school in district or state End Status: 400 Graduated						
	12	P	14-15 Laurel High School	08/25/2014	12/20/2014	
Start Status: 02 Continued enrollment same school, no interruption End Status: 140 Transfer to public schl in another district in MT						
	11	P	13-14 Laurel High School	08/28/2013	05/30/2014	
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year						
	10	P	12-13 Laurel High School	08/24/2012	08/03/2013	
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year						
	09	P	11-12 Laurel High School	08/25/2011	08/01/2012	
Start Status: 04 Transfer from public school in district or state End Status: 100 End of year, returning to same school next year						
	08	P	10-11 Laurel Middle School	08/26/2010	08/02/2011	
Start Status: 02 Continued enrollment same school, no interruption End Status: 110 Promoted to another school in the same district						
	07	P	09-10 Laurel Middle School	08/25/2009	05/27/2010	
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year						
	06	P	08-09 Laurel Middle School	08/27/2008	06/05/2009	
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year						
	05	P	07-08 Laurel Middle School (5)	08/30/2007	05/30/2008	
Start Status: 04 Transfer from public school in district or state						

## MULTIPLE ENROLLMENTS

Students with multiple enrollments in the 2015-16 year must have an entry for *ADA - Days Enrolled* and *ADA - Days Present* in each enrollment record, regardless of length of enrollment.

For example, a student who enrolled the first day of school, transferred mid-year, and returned to re-enroll by the end of the year will have 2 enrollment records. Both records must have ADA information entered.

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## CALCULATING # DAYS ENROLLED

*ADA - Days Enrolled* is the number of student instructional days between the student's start and end date, excluding PIR days and weekends.

The screenshot shows the 'State Reporting Fields' form. Under the 'Attendance and Enrollment Information' section, the 'ADA - #Days Enrolled' field is highlighted with a red box and contains the value 182. Other visible fields include 'ADA - #Days Present' (164.38), 'Fall Aggregate Hours of Inst.' (F: 720 + hours), 'Spring Aggregate Hours of Inst.' (F: 720 + hours), and 'Testing Aggregate Hours of Inst.' (F: 720 + hours). There are also checkboxes for 'State Exclude', '10+ days unexcused absences 1st sem', and '10+ days unexcused absences 2nd sem'.

## CALCULATING DAYS PRESENT

*ADA - Days Present* is the number of days the student was present for instruction within the period of enrollment. Do include days for school-related absences (field trips, student activities, etc.) and in-school suspension. Do not include excused or unexcused absences or days suspended (out of school). *ADA - Days Present* is calculated to two decimal places, in order to account for partial day absences.

The screenshot shows the 'State Reporting Fields' form. Under the 'Attendance and Enrollment Information' section, the 'ADA - #Days Present' field is highlighted with a red box and contains the value 164.38. Other visible fields include 'ADA - #Days Enrolled' (182), 'Fall Aggregate Hours of Inst.' (F: 720 + hours), 'Spring Aggregate Hours of Inst.' (F: 720 + hours), and 'Testing Aggregate Hours of Inst.' (F: 720 + hours). There are also checkboxes for 'State Exclude', '10+ days unexcused absences 1st sem', and '10+ days unexcused absences 2nd sem'.

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## **OPTION 1:**

### **INFINITE CAMPUS ADA CALCULATION**

Districts who use the District Edition or MT Edition Value Added editions of Infinite Campus for their Student Information System (SIS) should run the End of Year ADA tool in Infinite Campus to calculate the Days Enrolled and Days Present in each enrollment. This tool is used instead of the Upload Process described later in this guide.

Before running this End of Year process:

- 1) The ADA tool cannot be used until after the last instructional day of the selected calendar.
- 2) Every student enrollment should have an End Date entered.
- 3) Standard Day and Student Day minutes fields should be entered for the calendar or the calculated ADA will differ slightly from the ADM and ADA Detail Report in Infinite Campus.

Under **Index**, expand **MT State Reporting** and select **MT End of Year ADA**. Check the **# Days Enrolled** and **# Days Present** boxes.

Click **Run Test** to create a test report in PDF format. After reviewing the test results, click **Generate**.

The screenshot shows the 'End of Year ADA' tool interface. On the left is a navigation menu with categories like System Administrator, Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Grading & Standards, Programs, Ad Hoc Reporting, User Communication, Assessment, System Administration, FRAJI, and MT State Reporting. Under MT State Reporting, 'MT End of Year ADA' is selected and highlighted with a red box. The main content area has a title bar 'End of Year ADA' and contains the following text:

End of Year ADA tool will be calculated based on the operation selected below and the calendar/schedule structure selected in the tool bar at the top of the screen. A calendar must be selected in order to complete the calculation. If calendar has multiple schedule structures and "ALL" is selected in the top tool bar, it is recommended that this tool not be used until after the final instructional day in both calendars.

It is recommended that a test be run prior to the running the calculation. The "test" option will provide a results report that includes count date used, number of enrollments updated, and errors and warnings. The generate option will also provide these results.

If batch is selected, user must navigate to the batch queue or process inbox in order to retrieve the results reports.

This tool can be run for previous or current calendars. Only enrollments in the current calendar or enrollments in the previous year will be sync'd to the state. All other prior years data will not sync to the state.

**End of Year ADA**

ADA can NOT be calculated until after the last instructional day of the selected calendar. The ADA fields will remain unavailable through the last instructional days of the selected calendar

☐ # Days Enrolled    ☐ # Days Present

Ad Hoc: [Dropdown menu]

Buttons: Run Test, Generate, Submit to Batch

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The tool will calculate the information and enter it into the ADA- # Days Present and ADA- # Days Enrolled fields in the student's enrollment. The tool may be run more than once, but each subsequent calculation will override previous calculations.

**End of Year ADA**

End of Year ADA tool will be calculated based on the operation selected below and the calendar/schedule structure selected in the tool bar at the top of the screen. A calendar must be selected in order to complete the calculation. If calendar has multiple schedule structures and "ALL" is selected in the top tool bar, it is recommended that this tool not be used until after the final instructional day in both calendars.

It is recommended that a test be run prior to the running the calculation. The "test" option will provide a results report that includes count data used, number of enrollments updated, and errors and warnings. The generate option will also provide these results.

If batch is selected, user must navigate to the batch queue or process inbox in order to retrieve the results reports.

This tool can be run for previous or current calendars. Only enrollments in the current calendar or enrollments in the previous year will be sync'd to the state. All other prior years data will not sync to the state.

**End of Year ADA**

ADA can NOT be calculated until after the last instructional day of the selected calendar. The ADA fields will remain unavailable through the last instructional days of the selected calendar.

☐ # Days Enrolled ☐ # Days Present

Ad Hoc

**State Reporting Fields**

State Exclude ☐ Serving District  Resident District

**Military Connected Status**  
Student is a dependent of a member of:

**Attendance and Enrollment Information (auto-calculated read-only)**

**Fall Attendance Count**  
Fall Aggregate Hours of Inst.  Fall Absent  Exclude Fall ANB - 10 Day Rule ☐

**Winter Attendance Count**  
Winter Aggregate Hours of Inst.  Exclude Winter ANB - 10 Day Rule ☐

**Spring Attendance Count**  
Spring Aggregate Hours of Inst.  Exclude Spring ANB - 10 Day Rule ☐

**Test Window Attendance Count**  
Testing Aggregate Hours of Inst.  Testing Absent

ADA - #Days Present  ADA - #Days Enrolled

10+ days unexcused absences 1st sem ☐ 10+ days unexcused absences 2nd sem ☐

The Results Report lists the number of records updated in AIM.

Result Report		
Absent		
Field	Number of Enrollments Update	
Days Enrolled	9	
Days Present	9	

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The error report lists all missing data or incorrect formats. The report lists the error and each student enrollment with that error. Resolve each error in the enrollment records.

Errors/Warnings				
<b>Error 3: The following students have an enrollment in the selected calendar/schedule structure but are not scheduled into any classes/instructional periods. NO attendance calculations will be completed for these students..</b>				
State ID	Last Name	First Name	Service Type	Calendar Name
		David	Primary	13-14 Butte High School
		Aladar	Primary	13-14 Butte High School
		Jon	Primary	13-14 Butte High School
		Makayla	Primary	13-14 Butte High School
		James	Primary	13-14 Butte High School
		Shaelynn	Primary	13-14 Butte High School
		Robert	Primary	13-14 Butte High School
		Tyler	Primary	13-14 Butte High School
		Tyler	Primary	13-14 Butte High School

## DATA VERIFICATION

Use State Published Ad Hoc filters to verify that data has been entered for *ADA* for all students enrolled in the 2015-16 school year. (See pages 2-3 for instructions for entering the ADA data for individual students to correct missing data.)

From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.

Expand the **State Published** group and select one of the following filters:

**student ADA – 2015-16 Days Present > Days Days Enrolled**

**student ADA-2015-16 Missing Days Present or Days Enrolled.**

Tip: there is a description box in the upper right hand corner providing details on the selected report/filter.

Click **Test**.

Note: Results can also be exported to a variety of formats for printing or sorting. Refer to pages 6-7 of the [Ad Hoc Reporting Guide](#) for further instructions.

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It is important to note that Ad Hoc reporting results are determined by the *Year*, *School*, and/or *Calendar* selected. Reports do not have to be re-created for each calendar year – simply select the *Year* and *School* you wish to view data for.

## RE-SYNC DATA

After entering ADA data, you must re-sync data.

Set the **Year** to 15-16.

From the **Index**, expand **System Administration** and **Data Utilities**. Select **Resync State Data**.

Check the box for **Enrollment** (other fields will automatically check).

Scroll to bottom of page.

Click **Send Resync**.

DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/> District	05/22/2015 15:27:54	Processed: 1 Errors: 0	Green circle
<input checked="" type="checkbox"/> School	05/22/2015 15:27:55	Processed: 32 Errors: 0	Green circle
<input checked="" type="checkbox"/> Calendar	05/22/2015 15:27:55	Processed: 29 Errors: 0	Green circle
<input type="checkbox"/> CourseSection	04/22/2015 16:18:30	Processed: 0 Errors: 0	Green circle
<input checked="" type="checkbox"/> ScheduleStructure	05/22/2015 15:27:55	Processed: 29 Errors: 0	Green circle
<input type="checkbox"/> Day	04/12/2015 10:57:00	Processed: 0 Errors: 0	Green circle
<input checked="" type="checkbox"/> StructureGradeLevel	05/22/2015 15:27:55	Processed: 29 Errors: 0	Green circle
<input checked="" type="checkbox"/> PersonIdentity	05/22/2015 15:27:55	Processed: 18050 Errors: 0	Green circle
<input type="checkbox"/> BehaviorType	12/09/2014 00:39:50	Processed: 25 Errors: 0	Green circle
<input type="checkbox"/> BehaviorResolutionType	12/09/2014 00:39:50	Processed: 4 Errors: 0	Green circle
<input type="checkbox"/> BehaviorResponseType	12/09/2014 00:39:50	Processed: 0 Errors: 0	Green circle
<input type="checkbox"/> Behavior	12/09/2014 00:39:50	Processed: 0 Errors: 0	Green circle
<input type="checkbox"/> CensusContactSummary	05/22/2015 15:27:55	Processed: 4648 Errors: 0	Green circle
<input type="checkbox"/> ContactLog	05/22/2015 15:27:55	Processed: 453 Errors: 1300	Red circle
<input type="checkbox"/> Employment	05/22/2015 15:27:55	Processed: 303 Errors: 0	Green circle
<input type="checkbox"/> EmploymentAssignment	05/22/2015 15:27:55	Processed: 1690 Errors: 0	Green circle
<input type="checkbox"/> EmploymentBackground	12/09/2014 00:40:21	Processed: 0 Errors: 0	Green circle
<input type="checkbox"/> EmploymentCredential	12/09/2014 00:40:21	Processed: 0 Errors: 0	Green circle
<input checked="" type="checkbox"/> Enrollment	05/22/2015 15:27:55	Processed: 18214 Errors: 0	Green circle
<input type="checkbox"/> Graduation	05/22/2015 15:27:57	Processed: 5376 Errors: 0	Green circle
<input type="checkbox"/> Roster	04/15/2015 16:32:28	Processed: 0 Errors: 0	Green circle

<input type="checkbox"/>	TestScore	12/09/2014 00:40:52	Processed: 0 Errors: 0	Green circle
<input type="checkbox"/>	TranscriptCourseSE	04/12/2015 10:57:03	Processed: 0 Errors: 0	Green circle
<input type="checkbox"/>	VaccineShot	12/09/2014 00:40:22	Processed: 0 Errors: 0	Green circle
<input type="checkbox"/>	PersonIdentityNoStateIDOnly	04/12/2015 10:57:00	Processed: 0 Errors: 0	Green circle

The green radio buttons indicate a successful resync of data.

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## **OPTION 2:**

### **UPLOADING ADA DATA**

ADA information may be uploaded by using one of three methods: 1. Using a file created from the district's Student Information System (SIS); 2. Using the [ADA Excel Template](#); or 3. Using an extract from Infinite Campus. (**NOTE:** Follow the guidelines specific to your SIS; there may be a specific order in which tasks must be completed.)

*ADA data for 2015-16 may be uploaded through June 30, 2015.*

### **METHOD 1: FILE UPLOAD USING SIS EXTRACT FILE**

Districts may create an extract from the district's Student Information System, if available. Follow instructions from your vendor to create an upload file in the \*.tsv or \*.txt format. (NOTE: Districts should enter the student End Date/End Status for the 2015-16 year prior to uploading ADA information.)

Uploading the file:

From the **Index**  
Expand **MT State Reporting/**  
**MT Data Upload.**

For **Import Type**,  
Select *Average Daily Attendance*.

Under **Work to Perform**,  
Select *Validate and Test*.

Browse for the \*.tsv or \*.txt file.

Click **Upload**.

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

**Import Options**

Import Type: Average Daily Attendance

Work to Perform: Validate and Test File

File: Browse... No file selected. Upload

Submit to Batch

Or

Result File: 04/06/2015 09:31:46 (COMPLETE) Load

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Check the **Import Results Summary** for *Errors* and *Warnings*. The *Errors* must be corrected before uploading. The *Warnings* are messages about potential issues with uploading students – please check these thoroughly before completing the upload.

When all *Errors* have been cleared and *Warnings* checked, change the **Work to Perform** to *Load Partial File*. The **Import Type** should be *Average Daily Attendance*. Browse for the file and click **Upload**.

**Results:**  
File Name: AA\_0280\_04252012.tsv  
Processing Started Time: Wed Apr 25 12:04:25 CDT 2012.  
Processing Finished Time: Wed Apr 25 12:04:26 CDT 2012.  
Total Time To Process File: 0.281 seconds.  
  
0 Records Inserted.  
0 Records Changed.  
0 Records Deleted.  
0 Records No Changes.  
  
**Error Count:0**  
**Warning Count:0**  
  
**Error Detail:**  

Line Number	Error Message	Content
No Errors		

  
**Warning Detail:**  

Line Number	Warning Message	Content
No Warnings		

## METHOD 2: FILE UPLOAD USING ADA EXCEL TEMPLATE

The Average Daily Attendance (ADA) Template is available on the AIM File Upload Templates webpage. Here is a link to that page: [AIM File Upload Templates](http://opi.mt.gov/Reports&Data/AIM/)

From the AIM Webpage - <http://opi.mt.gov/Reports&Data/AIM/> - navigate to **AIM File Upload Templates** click on and save the **Average Daily Attendance Template** to your computer.

Open the **ADA Template**. Enter the required information (shown in red) for each student.

Format columns to zero pad as necessary. When using a CSV file, **leading zeroes** needed to enable the file to upload are dropped, so the zeroes must be added back in ("zero padding"). Affected fields are: District Number (requires 4 digits), School Number (requires 4 digits), Start Status (2 digits), Dropout Reason (2 digits), Grade Level (2 digits), Diploma Type (2 digits) and Diploma Period (2 digits).

For instructions on fixing leading zeroes, see: [Get Answers](#)

Delete the first three rows of the file and save as a \*.tsv or \*.txt file. Open the \*.tsv or \*.txt file and type in the header row (HD tab date (mm/dd/yyyy) tab time (00:00:00) tab MT9.1) followed by the Enter key, then delete the extra line. Save the file.

Follow the instructions to upload the file (see Method 1 above).

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		
2	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - enter the Header Row into the text file.																								
3	Record Type (AA)	Field 2	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Service Type (P,S,M)	Start Date (MM/DD/YYYY)	Start Status	Field 12	Field 13	Field 14	Field 15	Sort By Field	Grade Level	Diploma Date	Diploma Type	Diploma Period	# Days Present	# Days Enrolled	Year	
4	EN	280	158	2	296640218	50	Paisley	Brad	P	8/31/2011	02	6/7/2012	100						02			180	180	2012	
5	EN	280	158	2	327454234	68	Brooks	Kix	N	8/31/2011	01	6/7/2012	100						PK			175	180	2012	
6	EN	280	158	2	408125616	68	Yearwood	Trisha	P	8/31/2011	02	6/7/2012	100						05			180	180	2012	
7	EN	280	158	2	597879764	45	Millap	Ronnie	P	8/31/2011	02	6/7/2012	100						01			162	180	2012	
8	EN	280	158	2	329941280	64	Williams	Hank	P	8/31/2011	02	6/7/2012	100						04			171	180	2012	
9	EN	280	158	2	757186009	41	Lynn	Loretta	P	8/31/2011	02	6/7/2012	100						02			178	180	2012	
10	EN	280	158	2	908802823	55	Seals	Dan	P	8/31/2011	01	6/7/2012	100						KF			180	180	2012	
11	EN	280	158	2	548070754	12	Brooks	Garth	P	8/31/2011	01	6/7/2012	100						KF			125	140	2012	
12	EN	280	158	2	891970760	28	Gill	Vince	P	8/31/2011	02	6/7/2012	100						05			180	180	2012	
13	EN	280	158	2	804797078	54	Rich	Charlie	P	8/31/2011	02	6/7/2012	100						04			165	180	2012	
14	EN	280	158	2	327444245	17	Carter	June	P	8/31/2011	02	6/7/2012	100						03			135	180	2012	
15	EN	280	158	2	169888022	67	Judd	Wynonna	P	8/31/2011	08	10/28/2011	180						01			30	45	2012	
16	EN	280	158	2	169888022	67	Judd	Wynonna	P	06	12/5/2011	170							01			15	20	2012	
17	EN	280	158	2	169888022	67	Judd	Wynonna	P	3/12/2012	09	3/15/2012	160						01			4	4	2012	
18	EN	280	158	2	643630916	31	Harris	Emmylou	P	8/31/2011	04	6/7/2012	100						04			180	180	2012	
19	EN	280	158	2	557926467	52	Pickler	Kellie	P	8/31/2011	01	6/7/2012	100						KF			178	180	2012	
20	EN	280	158	2	970634074	37	Krauss	Allison	P	8/31/2011	01	6/7/2012	100						KF			172	180	2012	
21	EN	280	158	2	282231671	70	Brown	Zac	P	8/31/2011	02	6/7/2012	100						02			168	180	2012	
22	EN	280	158	2	977808847	46	Montgome	John	P	8/31/2011	02	6/7/2012	100						03			180	180	2012	
23	EN	280	158	2	185480102	43	McCoy	Neal	P	8/31/2011	02	6/7/2012	100						01			168	180	2012	
24	EN	280	158	2	973054957	15	Carey	Marah	S	8/31/2011	09	6/7/2012	100						05			172	375	180	2012
25	EN	280	158	2	911157683	22	Coe	David	P	8/31/2011	01	6/7/2012	100						KF			180	180	2012	
26	EN	280	158	2	572638933	51	Parton	Dolly	P	8/31/2011	02	6/7/2012	100						04			172	180	2012	
27	EN	280	158	2	578671753	40	Loveless	Patricia	P	8/31/2011	02	6/7/2012	100						03			172	180	2012	
28	EN	280	158	2	109980785	21	Cline	Patsy	P	8/31/2011	02	6/7/2012	100						06			180	180	2012	
29	EN	280	158	2	185292304	18	Cash	Johnny	P	8/31/2011	02	6/7/2012	100						03			175	1	180	2012
30	EN	280	158	2	915598503	3	Allen	Gary	P	8/31/2011	02	6/7/2012	100						01			168	180	2012	
31	EN	280	158	2	213132731	1234	Chesney	Kenneth	P	8/31/2011	04	6/7/2012	100						02			145	180	2012	
32	EN	280	158	2	548948019	2	Aldean	Jason	P	8/31/2011	02	6/7/2012	100						05			180	180	2012	
33	EN	280	158	2	726894439	48	Helson	Wille	P	8/31/2011	02	6/7/2012	100						02			175	180	2012	
34	EN	280	158	2	787573323	66	Wynette	Tammy	P	8/31/2011	02	6/7/2012	100						05			172	180	2012	
35	EN	280	158	2	141462093	65	Wilson	Gretchen	P	8/31/2011	02	6/7/2012	100						03			180	180	2012	
36	EN	280	158	2	299324687	10	Hartman	Lisa	P	8/31/2011	01	6/7/2012	100						KF			172	180	2012	
37	EN	280	158	2	728762770	29	Greenwo	Lee	P	8/31/2011	02	9/30/2011	140						01			176	30	2012	
38	EN	280	158	2	418053910	19	Cash	Roseanne	P	8/31/2011	08	2/15/2012	140						02			168	7	102	2012
39	EN	280	158	2	217384985	13	Bryan	Luke	P	8/31/2011	02	6/7/2012	100						05			170	180	2012	
40	EN	280	158	2	967221657	14	Cagle	Chris	P	8/31/2011	06	3/9/2012	180						05			158	145	2012	
41	EN	280	158	2	863390397	23	Crow	Sheryl	P	8/31/2011	02	6/7/2012	100						04			168	35	180	2012
42	EN	280	158	2	940720696	26	Evans	Sara	P	8/31/2011	02	12/22/2011	105						02			180	74	2012	
43																									
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May 2015

### METHOD 3: FILE UPLOAD USING ADA FILE EXTRACT FROM INFINITE CAMPUS

From the **Index**, expand **MT State Reporting**, **MT Extracts**.

Choose **Extract Type** *Average Daily Attendance* and **Format** *CSV*. Choose at least one Calendar from the list on the right.

Click **Generate Extract**.

Open the Extract in Excel. Enter *the # Days Present* and *# Days Enrolled* for each student.

1	RecordType	Date	Time	Version										
2	HD	42153	13:10:36	MT9.1										
3	RecordType	DistrictNu	SchoolNu	Calendar	StateID	LocalID	LastName	FirstName	ServiceType	StartDate	StartStatus	EndDate	EndStatus	DropOutR
4	AA	0216	33	1	7E+08	321654	Baggins	Bilbo	P	8/25/2014	04			01
5	AA	0216	33	1	1E+08	123456	Gamgee	Sam	P	8/25/2014	02			02
6	AA	0216	33	1	8E+08	987654	Baggins	Frodo	P	8/27/2014	04			03

DropOutR	FILLER	SortByField	Grade	DiplomaD	DiplomaT	DiplomaP	DaysPres	DaysEnrol	Year
01			12				176	180	2015
02			11				175	180	2015
03			10				174	180	2015

Format columns to zero pad as necessary. When using a CSV file, **leading zeroes** needed to enable the file to upload are dropped, so the zeroes must be added back in ("zero padding"). Affected fields are: District Number (requires 4 digits), School Number (requires 4 digits), Start Status (2 digits), Dropout Reason (2 digits), Grade Level (2 digits), Diploma Type (2 digits) and Diploma Period (2 digits).

For instructions on fixing leading zeroes, see: [Get Answers](#)

Delete the first three rows of the file and save as a \*.tsv or \*.txt file. Open the \*.tsv or \*.txt file and type in the header row (HD tab date (mm/dd/yyyy) tab time (00:00:00) tab MT9.1) followed by the Enter key, then delete the extra line. Save the file.

Follow the instructions to upload the file (see Method 1 above).

May 2015

## DATA VERIFICATION

Use State Published Ad Hoc filters to verify that data has been entered for *ADA* for all students enrolled in the 2015-16 school year.

From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.

Expand the **State Published** group and select one of the following filters:

***student ADA – 2015-16 Days Present > Days Days Enrolled***

***student ADA-2015-16 Missing Days Present or Days Enrolled.***

Tip: there is a description box in the upper right hand corner providing details on the selected report/filter.

Click **Test**.

Note: Results can also be exported to a variety of formats for printing or sorting. Refer to pages 6-7 of the [Ad Hoc Reporting Guide](#) for further

Year: 14-15 School: Billings West High School

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

Saved Filter

- student Winter Null
- Ad Hoc Reporting
- State Published
- student ADA 2014-15 Days Present > Days Enrolled or >180**
- student ADA 2014-15 Missing Days Present or Days Enrolled
- student ALL Homeless at MV district not Mont
- student ALL Homeless Students
- student ALL Homeless that are Unaccompanied
- student ALL Kindergarteners with N Service T
- student ALL Military Connected Missing Military
- student ALL Military Connected Students
- student ALL NAEP 4th Grade as of 1/5/15
- student ALL NAEP 8th Grade as of 1/5/15
- student ALL NOT Homeless but has Night Time
- student ALL Preschoolers Not with N Service T
- student ALL Spec Ed Status - Unlocked IEP Cl

ADA 2014-15 Days Present > Days Enrolled or >180

This will list students who have a number of days present that is greater than the number of days enrolled. It will also list those who have a number of days enrolled or present greater than 180. If you see students on this list it means they need to be corrected. If you get zero results on this report, it means you don't have any students that need to be corrected.

Create New

Filter Type

- ☐ Query Wizard
- ☐ Selection Editor
- ☐ Pass-through SQL Query

Data Type

- ☐ Student
- ☐ Census/Staff
- ☐ Course/Section

Create

Search Edit **Test** Copy Delete Export

Create a new Folder



It is important to note that Ad Hoc reporting results are determined by the *Year*, *School*, and/or *Calendar* selected. Reports do not have to be re-created for each calendar year – simply select the *Year* and *School* you wish to view data for.

## RE-SYNC DATA

After entering ADA data, you must re-sync data.

Set the **Year** to 15-16.

From the **Index**, expand **System Administration** and **Data Utilities**. Select **Resync State Data**.

Check the box for **Enrollment** (other fields will automatically check).

Scroll to bottom of page.

Check dependencies	Object	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	District	05/22/2015 15:27:54	Processed: 1 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	School	05/22/2015 15:27:55	Processed: 32 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	Calendar	05/22/2015 15:27:55	Processed: 29 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	CourseSection	04/22/2015 16:18:30	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	ScheduleStructure	05/22/2015 15:27:55	Processed: 29 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Day	04/12/2015 10:57:00	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	StructureGradeLevel	05/22/2015 15:27:55	Processed: 29 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	PersonIdentity	05/22/2015 15:27:55	Processed: 18050 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	BehaviorType	12/09/2014 00:39:50	Processed: 25 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	BehaviorResolutionType	12/09/2014 00:39:50	Processed: 4 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	BehaviorResponseType	12/09/2014 00:39:50	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Behavior	12/09/2014 00:39:50	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	CensusContactSummary	05/22/2015 15:27:55	Processed: 4046 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	ContactLog	05/22/2015 15:27:55	Processed: 453 Errors: 1300	<span style="color: red;">●</span>
<input type="checkbox"/>	Employment	05/22/2015 15:27:55	Processed: 303 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	EmploymentAssignment	05/22/2015 15:27:55	Processed: 1690 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	EmploymentBackground	12/09/2014 00:40:21	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	EmploymentCredential	12/09/2014 00:40:21	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	Enrollment	05/22/2015 15:27:55	Processed: 18214 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Graduation	05/22/2015 15:27:57	Processed: 5376 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Roster	04/15/2015 16:32:28	Processed: 0 Errors: 0	<span style="color: green;">●</span>

Click **Send Resync**.

<input type="checkbox"/>	TestScore	12/09/2014 00:40:52	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	TranscriptCourseSE	04/12/2015 10:57:03	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	VaccineShot	12/09/2014 00:40:22	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	PersonIdentityNoStateIDOnly	04/12/2015 10:57:00	Processed: 0 Errors: 0	<span style="color: green;">●</span>

**Send Resync**

The green radio buttons indicate a successful resync of data.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) for assistance.